

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE PARKS AND RECREATION COMMISSION**

**1. CALL TO ORDER**

The Torrance Parks and Recreation Commission convened in a regular session at 7:01 p.m. on Wednesday, August 10, 2011, in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Baxter, Gilbert, Greenberg,  
Hays, Ning, and Chairperson Taniguchi.

Absent: Commissioner Mayeda.

Also Present: Community Services Director Jones,  
Senior Business Manager Minter,  
Park Services Manager Carson, and  
Senior Recreation Supervisor Kelso.

**MOTION:** Commissioner Gilbert moved to grant Commissioner Mayeda an excused absence for the August 10, 2011 Commission meeting. Commissioner Hays seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Baxter led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Gilbert moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Ning seconded the motion; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF JUNE 8, 2011**

Chairperson Gilbert offered the following correction to the minutes: Page 5, Item 11C, "Commissioner Greenberg stated that she had the opportunity..."

**MOTION:** Commissioner Gilbert moved to approve the June 8, 2011 Commission meeting minutes as corrected. Commissioner Greenberg seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Mayeda).

**6. ORAL COMMUNICATIONS #1**

None.

**7. NEW BUSINESS**

**7A. APPROVAL OF 2010 FINANCIAL AND NARRATIVE STATEMENTS FOR  
NON-PROFIT SOCIAL SERVICE AGENCIES**

Senior Recreation Supervisor Kelso provided background on the 2009-10 non-profit social services agency grant program and the \$41,530 approved by City Council in February 2010 for 20 agencies. He reported all that grant recipients properly submitted

Financial and Narrative Statements prior to the March 3, 2011 deadline with the exception of Project Touch. He stated that, despite several requests from staff, Project Touch has failed to submit a Financial and Narrative Statement. He advised further that Retired Senior Volunteer Program (RSVP) of South Bay did not spend their grant funds on the project "With Wisdom for All" that they submitted and were awarded for, adding that the Director asked that the funds be used for a different project "America Reads."

He reported that the Grant Committee met on June 8, 2011 to review the Financial and Narrative Statements. He presented their recommendation to approve Financial and Narrative Statements for 18 of the 20 grant recipients, request reimbursement of the \$1,000 grant from RSVP and reallocate them to the 2011-12 Grant Program, and prohibit Project Touch from applying for any future grants, pending reimbursement of grant funds. He stated that, if approved, the recommendation would be forwarded to City Council for its acceptance.

Chairperson Taniguchi stated that she did not recall any organization ever being barred from participation and Senior Recreation Supervisor Kelso concurred that this was the first time in his recollection.

In response to Commissioner Greenberg's inquiry, Senior Recreation Supervisor Kelso stated that Director Dorothy Forba-Hartley physically presented the grant request for Project Touch.

**MOTION:** Commissioner Hays moved to 1) Approve Financial and Narrative Statements for 18 of the 20 2009-10 Non-Profit Social Services Agency Grant Program recipients, with the exception of Project Touch and RSVP; 2) Request reimbursement of the \$1,000 grant from RSVP and reallocate them to the 2011-12 Grant Program, and 3) Prohibit grant recipient Project Touch from applying for any future grants, pending reimbursement of grant funds. Commissioner Greenberg seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Mayeda).

## **7B. OPEN SPACE AND FACILITIES FUNDING REVIEW**

Senior Business Manager Minter provided background on the Commission's 2008 and 2009 approval of a list of capital project priorities and recommendations for additional funding allocations, noting that the recommendations were not brought before the City Council for consideration due to lack of funding. He reported that the City is planning to implement a one-year Capital Budget for 2011-2012 in September 2011 and recommended that the Commission approve the Capital Project funding levels listed in Attachment C of the material of record.

He reviewed the list of funded Facilities and Open Space projects in the capital budget as of August 2011 included in Attachment A. He referred Commissioners to Attachment B, the list of Priority A and B funding recommendations from 2009 that was never approved by City Council. He presented and reviewed staff's recommendation for funding levels in Attachment C that reflect the deletion of several projects as well as the addition of several new projects. He described older projects in Attachment C that include Torrance Park Redevelopment Re-Master Plan, Columbia Park Redevelopment Re-Master Plan, Park Security Lighting, completion of Lago Seco Park with Phase II, and the new Wilson Park Landscape project that will include \$60,000 from a developer when completed.

Senior Business Manager Minter stated that the 2009 recommendations for \$100,000 for completion of El Nido Ball Diamond Lights and \$35,000 for Wilson Park Parking Lot Redesign are no longer being recommended. He discussed current recommendations for Wilson Park Amphitheater and Gazebo Phase 1 and 2, Sea Aire

Golf Course Irrigation Improvements, Play Court Resurfacing, and Bartlett Center Air Conditioning for the shuffleboard room. He recommended that the \$147,243 in unallocated funds be used for special or emergency projects during 2011-12.

Commissioner Greenberg suggested that staff research grant and rebate opportunities for lighting projects, mentioning Commissioner Gobble of the Environmental Quality and Energy Conservation Commission as a possible contact.

In response to Commissioner Hays' inquiry, staff stated that the Wilson Park Landscape project would complete the edge of Wilson Park and that the parking lot improvements project is not a Department priority at this time.

Commissioner Baxter received clarification from staff that the Play Court Resurfacing project would include basketball court resurfacing at McMaster Park.

Commissioner Gilbert inquired if Attachment C should be prioritized and staff indicated that City Council trusts the Commission's recommendations and that prioritization has not been needed in the past.

Community Services Director Jones pointed out staff's goal to strive for completion of smaller projects and to keep putting funds toward completion of larger projects such as the Torrance Park and Columbia Park Re-Master Plans. He noted that his highest priorities are the irrigation system at Sea Aire Golf Course for efficiency and Play Court Resurfacing due to liability issues. He stated that air conditioning improvements at the Bartlett Center are also important because the location has been designated as a Cool Zone and would also address the needs of upcoming baby boomers.

**MOTION:** Commissioner Hays moved to approve the Capital Project funding levels listed in Attachment C as presented and to authorize the Community Services Department to use the balance of funding for special or emergency projects during the 2011-2012 fiscal year. Commissioner Gilbert seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Mayeda).

## **7C. FACILITY BOOKING NEW REVENUE**

Senior Business Manager Minter provided a summary of revenue generated July 1, 2010 - June 30, 2011 as compared to original estimates provided by staff. Referring to the New Park Picnic Revenue chart on page 1, he attributed most of the loss of anticipated revenue to the tree at Paradise Park that fell and damaged the picnic structure. He reviewed the Miramar Park Permit table on page 2, noting that the three permits were for wedding ceremonies. He added that staff is working on a full-color brochure that will be posted on-line and available for distribution to advertise Miramar Park as a potential wedding site. He reported that beginning August 1, 2011 the Facility Booking office began offering fire pit permits at WALTERIA Park and that one permit was issued, adding that staff will explore additional marketing opportunities. Referring to the chart of estimated and actual revenue from the three areas on page 3, he stated that even though revenue received did not meet original projections, staff was pleased with the overall progress.

Commissioner Gilbert suggested that staff look into the possibility of streamlining the process for issuing fire pit permits.

In response to Commissioner Greenberg's inquiry about an upcoming Rotary Club event, Community Service Director Jones stated that a permit is needed if booths are set up at Miramar Park but not necessary if only the parking lots are utilized.

**7D. APPROVAL OF 2010 PARKS AND RECREATION COMMISSION ANNUAL REPORT**

Community Services Director Jones presented the 2010 Parks and Recreation Commission Annual Report prepared by Commissioner Gilbert with staff support.

**MOTION:** Commissioner Ning moved to approve the Parks and Recreation Commission Annual Report for July 2010 to June 2011 as presented. Commissioner Greenberg seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Mayeda).

**8. STANDING COMMITTEE UPDATES**

**8A. FACILITIES COMMITTEE**

Has not met.

**8B. GRANTS COMMITTEE**

Commissioner Gilbert reported that grant applications have been mailed out and will be posted in the Daily Breeze on August 14, 2011, with the deadline scheduled for September 14, 2011.

**8C. OPEN SPACE COMMITTEE**

Commissioner Hays reported that the Open Space Committee has not met but hosted the July 13, 2011 Parks and Recreation Commission Annual Awards Banquet at Torrance Art Museum.

**8D. PROGRAMS COMMITTEE**

Has not met.

**9. MONTHLY DEPARTMENT ACTIVITY**

**9A. ADMINISTRATIVE SERVICES DIVISION**

Senior Business Manager Minter noted that the Administrative Services Division Reports for June and July 2011 were included in agenda packets. He reported that the Seasons guide was mailed out last week and initiated a general discussion about the pros and cons of not mailing them out anymore. He stated that 65,000 copies are mailed out but that there are only 10-12,000 residents in the database. He noted that the most likely option is to have printed copies available at libraries and recreation facilities, and other possibilities include online publication with e-mail notification, selling subscriptions, and selling advertising space.

Community Services Director Jones pointed out that many residents want hard copies of the guide and discussed the value of cross selling.

Commissioner Hays requested that staff provide a comparison of Summer Registration with past years and Commissioner Baxter stated that he is also interested in seeing a comparison.

**9B. PARK SERVICES DIVISION**

Park Services Manager Carson noted that the Park Services Division Report for June and July 2011 was included in agenda materials. He reported that construction

started this week to rebuild the picnic shelter at Paradise Park with completion expected in four to five weeks. He stated that the irrigation booster pump system has been replaced at Wilson Park and that everything is working at the Pond.

Commissioner Baxter asked Park Services Manager Carson to include any ongoing issues in future reports so the Commission has an awareness of them.

Chairperson Taniguchi stated that she was pleased to see “No Smoking in Parks” signs installed at all parks and, in response to her inquiry, was advised that supervisors conduct the tailgate training sessions.

Commissioner Greenberg relayed a resident’s suggestion to provide dog waste bags at El Nido Park and Park Services Manager Carson explained that the Dog Obedience Club has donated funds for three dog waste stations but that bags are depleted rapidly. He offered to bring back cost information for the dog waste bags.

#### **9C. RECREATION SERVICES DIVISION**

Community Services Director Jones noted that the Recreation Services Division Report for June and July 2011 was included in agenda packets.

#### **10. ORAL COMMUNICATIONS FROM THE PUBLIC #2**

**10A.** Commissioners expressed appreciation to staff for providing the tour of park facilities and lunch.

**10B.** Staff distributed flyers for Torrance Theatre Company’s production of “Chicago” opening August 13, 2011 and “Welcome to the Jungle” Aquacade on August 19, 2011.

**10C.** Commissioner Hays raised the possibility of promoting programming on Facebook and Community Services Director Jones advised that the City is in the process of developing a social media policy with CitiCABLE.

**10D.** Commissioners thanked the Open Space Committee and staff members for making the Parks and Recreation Awards dinner such an enjoyable event and encouraged attendance at the opening night of “Chicago.”

**10E.** Commissioner Ning congratulated Chairperson Taniguchi on her election to the Chairperson position and for conducting her first meeting.

**10F.** At Commissioner Greenberg’s request, staff described the Living Tree Dedication program and explained that it is considered a service, not a revenue enhancer.

**10G.** Chairperson Taniguchi stated that the visiting student group from Japan is enjoying a very busy schedule.

**10H.** Community Services Director Jones expressed appreciation to the Open Space Committee for planning another successful Awards Banquet and stated that it provides an opportunity for Commissioners to advocate for the Department. He mentioned that they are launching a pilot rental program at Torrance Art Museum to generate revenue. He announced that the Programs Committee is responsible for planning the next Awards Banquet.

**10I.** Community Services Director Jones discussed an upcoming joint meeting with the Cultural Arts Commission to develop philosophies about programming and elements that should be provided to the community.

**10J.** Business Manager Minter reported that City Council approved the subsidy plan and that Park Services lost two of its vacancies.

**10K.** Business Manager Minter recognized the Open Space Committee, Torrance Art Museum, General Services, and staff members for a successful Awards Banquet and encouraged Commissioners to register for "Light, Camera, Action" on November 6, 2011.

**10L.** Senior Recreation Supervisor Kelso announced an August 27, 2011 movie hosted by West Torrance Homeowners Association and shared information about the six-week Carpenter Wagon program in City parks sponsored by Home Depot.

**11. ADJOURNMENT**

**MOTION:** At 9:02 p.m., Commissioner Gilbert moved to adjourn the meeting to September 14, 2011 at 7:00 p.m. in the West Annex meeting room. Commissioner Ning seconded the motion and, hearing no objection, Chairperson Taniguchi so ordered.

Approved as Submitted September 14, 2011 s/ Sue Herbers, City Clerk
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